

Secretary Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings.
- Submit report at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Collect Executive Board reports, compile and share with the full Executive Board in advance of each Executive Board meeting. (A shared Google doc is recommended.)
- Shall update and maintain the policies and procedures for the position of Secretary. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Shall help the President organize the agenda for each meeting of the Executive Board and meetings of the general membership.
- Record minutes of AWA Executive Board and membership meetings.
- Post copies of all corrected/approved/signed Minutes (including submitted Board Reports and any addendums) to the appropriate AWA digital location.
- Work with the President to keep the AWA Board calendar current. Work with Communications Coordinator and President to keep the AWA website calendar current: be aware of main expat school breaks, the “All-Heads Committee” meeting dates and other organization calendar dates to facilitate scheduling.
- Receive a copy of all Event/Activity/Program proposals. Be responsible for locking in the date and sharing the information as necessary.
- Manage the list of recipients of the Event/Activity/Program Proposals and the list of recipients of copies of online memberships and bank transfer notices (liaise with Membership Coordinator).
- Monitor the “contact us” (awa@awajakarta.org) email account. Answer or forward to the appropriate Board member as necessary.

- Shall prepare documents as necessary, including documents for bank signatory changes, in consultation with the Treasurer. Post editable version and signed copies to the appropriate AWA digital location.
- Update the Board member handbooks and distribute as necessary.
- Be trained in composing and emailing digital newsletters as a backup to Communications Coordinator as necessary.
- Administer the AWA email accounts.
- Maintain an up-to-date “critical” file of AWA account information (website, domain registration, etc.) and post to the appropriate AWA digital location.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Collect and compile submitted Executive Board year-end reports. Post to the appropriate AWA digital location.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.